



## Template: Organizational needs analysis

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### Desired result

*What is the result you want to achieve for one or more of your organization's audiences, products or services?*

### Current state

*What is the current state of the audience(s), product(s) or service(s)? What are your assumptions or evidence?*

### Gap

*How important is the gap between the desired result and current state (in terms of size, organizational priorities, consequences of not closing it, benefits of closing it)?*

*What is the cause(s) of the gap between the desired result and the current state? How do you know?*

### Solution(s)

*What is the best solution(s) to close the gap? How do you know?*



## Template: Target audience needs analysis

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**Refer back to the solution(s) you developed for the template “Organizational needs analysis.”**

<b>Target Audience(s)</b>
<i>Who is the target audience(s) for your project?</i>
<b>Immediate beneficiaries</b> (will benefit in the first year of the proposed project’s implementation):
<b>Intermediate beneficiaries</b> (will benefit within one to two years of the project’s implementation):
<b>Long-term beneficiaries</b> (will benefit after the conclusion of the proposed project):
<b>Desired result</b>
<i>What is the result you want to achieve for the project’s target audience(s)?</i>
<b>Current state</b>
<i>What is the current state of the project’s target audience(s) or of the product(s) or service(s) your organization provides for the target audience? What are your assumptions or evidence?</i>
<b>Gap</b>
<i>What is the cause(s) of the gap between the desired result and the current state? How do you know?</i>



### **Solution(s)**

*What is the best solution(s) to close the gap and achieve the desired result? How do you know?*

### **Benefits**

*What are the benefits of the proposed solution(s)?*

### **Costs**

*What are the approximate costs of the proposed solution(s)?*

### **Risks**

*What are the risks of the proposed solution(s)?*

*What strategies can you use to eliminate or manage the risks?*



## Template: Project goals

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***Refer back to the desired result, the gap, and the solution(s) you developed for the template “Target audience needs analysis.”***

Outputs
<i>What amount, quality, and/or volume of use of your project’s products or services are necessary to close the gap and achieve the desired result?</i>

Outcomes
<i>What changes or gains in your target audience’s knowledge, skills, attitudes, behavior, status, or life condition are necessary to close the gap and achieve the desired result?</i>



## Template: Project activities plan

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**Refer back to the outputs and outcomes you developed for the template “Project goals.”**

*In the table below, list all the activities that need to be carried out to accomplish your project goals. Fill in only those spaces that apply to your project. In other words, your project may have only one phase, or it may have more than two and you will need to create additional spaces. If a type of activity, e.g., “testing,” does not apply to your project, leave the space next to it blank.*

Phase/ Type of Activity	Your Project's Activities
<b>Phase 1:</b>	
<b>Requirements</b>	
<b>Design/ Development</b>	
<b>Testing</b>	
<b>Implementation</b>	
<b>Evaluation</b>	
<b>Sustainability</b>	



Phase/ Type of Activity		Your Project's Activities
<b>Phase 2:</b>		
<b>Requirements</b>		
<b>Design/ Development</b>		
<b>Testing</b>		
<b>Implementation</b>		
<b>Evaluation</b>		
<b>Sustainability</b>		



## Template: Evaluation approach

*Develop an evaluation approach for your project's outputs and, if applicable, its outcomes. You may have more than one output or outcome. You may also have more than two output measures for each output or more than two indicators for each outcome. Create additional spaces if needed.*

Output #1			
<i>List one output you developed for the template "Project goals."</i>			
Output Measures	Data Sources	When/how often	Target
<i>What measurable units will you use to show progress toward achieving the output?</i>	<i>What instruments or records will you use to collect data on the output measure?</i>	<i>When and how often will you collect data for each output measure?</i>	<i>What level of quantity or quality can you achieve within a certain time period?</i>
Output #2			
<i>List one output you developed for the template "Project goals."</i>			
Output Measures	Data Sources	When/how often	Target



<b>Outcome #1</b>				
<i>List one outcome you developed for the template "Project goals."</i>				
<b>Indicators</b>	<b>Applied to Group</b>	<b>Data Sources</b>	<b>When</b>	<b>Target</b>
<i>What measures will you use to show that you have achieved the outcome?</i>	<i>What group(s) will you measure to show progress (all or a sub-group)?</i>	<i>What approaches, instruments, or records will you use to collect data on the indicator?</i>	<i>When and how often will you collect data for each indicator?</i>	<i>What level of quality can you achieve within a certain time period?</i>
<b>Outcome #2</b>				
<i>List one outcome you developed for the template "Project goals."</i>				
<b>Indicators</b>	<b>Applied to Group</b>	<b>Data Sources</b>	<b>When</b>	<b>Target</b>





## Template: Schedule and resource plan

Complete the blank spaces in the table below in the following order:

- Enter the name of the project phase you developed for the template “Activities” and the start and end dates for that phase. (Add spaces if your project has more than one phase.) Do not enter anything in the spaces for Personnel and Material Resources and Costs.
- Enter the targets or milestones you developed for the template “Evaluation approach” and assign a tentative date for achieving each of the targets or milestones. Do not enter anything in the space for Personnel and Material Resources and Costs. Remember that there are no personnel or material resources or costs associated with a milestone or target.
- Enter the activities you developed for the template “Activities” that will enable you to reach each of the milestones or targets.
- Estimate the start and end dates, the personnel and material resources and the costs for each activity.

Phase/Activities Milestones/Targets	Start date/ End date	Personnel and Material Resources	Costs
Phase I:		n/a	n/a
Activity 1:			
Activity 2:			
Activity 3:			
Activity 4:			
Milestone(s)/target(s):		n/a	n/a
Activity 5:			
Activity 6:			



Phase/Activities Milestones/Targets	Start date/ End date	Personnel and Material Resources	Costs
Activity 7:			
Activity 8:			
Milestone(s)/target(s):		n/a	n/a
Phase II:		n/a	n/a
Activity 9:			
Activity 10:			
Activity 11:			
Activity 12:			
Milestone(s)/target(s):		n/a	n/a
Activity 13:			
Activity 14:			
Activity 15:			
Activity 16:			
Milestone(s)/target(s)		n/a	n/a

